



NONFICTION EDITING 101

Instructor: Erin Brown

Course Outline

Lesson 1: Manuscript Preparation

- Preparing Word
- Preparing Your Client's Manuscript
- Elements of a Nonfiction Book
- Macros
- Headers and Footers

Lesson 2: Front and Back Matter

- Parts of a Book
- Front Matter
- Back Matter

Lesson 3: Graphics

- Tables
- Graphs
- Illustrations, Photographs, Art
- Applying Numbering to Graphics

Lesson 4: Documentation

- Quotations
- Formatting Documentation
- Editing and Proofreading Notes

Lesson 5: Specialized Nonfiction

- Editing Nonfiction Basics
- Specialized Fields

Lesson 6: Copyright

- Copyright Basics
- ISBN (International Standard Book Number)
- CIP (Cataloguing in Publication)

Lesson 7: Formatting Particulars

- Coding
- Lists, Exercises, and More
- Heads and Subheads
- Auto-Generated Table of Contents

Lesson 8: Noun Strings, Jargon, and More

- Noun Strings
- Gender- and Bias-Free Language
- Jargon
- Cliché and Trite Expression
- Redundancies, Echoes, and Wordiness